



## Court Designated Worker II

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### Details

**Job ID : 363**

**Title :** Court Designated Worker II

**Job Code :** 804

**Salary :** \$2,185.00 (Monthly)

**Grade :** 8

**Tenured :** YES

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### Job Departments

- Juvenile Services

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### Purpose

PERFORMS SPECIALIZED INTAKE WORK ON JUVENILES WHO HAVE PUBLIC OR STATUS OFFENSE ACTIONS BROUGHT AGAINST THEM.

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### Required Qualifications

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** None

**Experience :** 2 Years of Related Experience

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### Job Required Knowledge

- 4 YEAR COLLEGE DEGREE MUST BE IN PSYCHOLOGY, FAMILY SERVICES, OR RELATED JUVENILE JUSTICE FIELD
- 2 YEARS RELATED EXPERIENCE MUST BE AS A COURT DESIGNATED WORKER I

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

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### Job Duties

- RECEIVES PUBLIC AND STATUS OFFENSE COMPLAINTS AGAINST JUVENILES
- ARRANGES PLACEMENTS FOR JUVENILES TAKEN INTO CUSTODY BY LAW ENFORCEMENT OFFICERS
- CONDUCTS PRELIMINARY INQUIRY ON COMPLAINTS FILED AGAINST JUVENILES
- RECOMMENDS FORMAL PROCESSING OR INFORMAL DISPOSITION
- FORMULATES AND SUPERVISES DIVERSION AGREEMENTS
- MAINTAINS RECORDS
- KEEPS STATISTICAL INFORMATION
- OTHER DUTIES AS ASSIGNED